
EFFECTIVE

July 1, 2016.

Subject(s)

1. Telephone interviews/redeterminations.
2. Assets.
3. Fluctuating income.
4. Case actions.
5. Redetermination.
6. Child Development and Care (CDC) group composition.
7. Temporary ineligibility.
8. CDC providers.
9. Time and attendance.
10. Miscellaneous.

1) Telephone Interviews/Redeterminations**BAM 115, 210**

If the DHS-1171, Assistance Application, or the online applications MIBridges, Renew My Benefits are used, for an initial CDC application or redetermination, the applicant must be contacted to determine if program group assets exceed \$1 million. This must be documented in the case record.

Reason: These applications could not be updated in time for this release.

2) Assets**BEM 400, 703**

CDC recipients are required to self-certify that the program group's countable assets do not exceed \$1 million. CDC countable assets are the same as those for the Family Independence Program.

All CDC eligibility groups, income eligible and categorical, must not exceed the asset limit.

3) Fluctuating Income**BEM 505**

CDC benefits must be maintained, with no change to authorized hours or family contribution, when a client reports the program

group's income exceeds the income eligibility scale in RFT 270 **and** the excess income will not continue for more than 6 months.

When a client reports excess income the MDHHS-5446, Child Development and Care (CDC) Temporary Excess Income Notice, must be generated to determine that the excess income will not continue for more than 6 months.

Income must be averaged over the 12-month certification period for an individual whose income is for a time period that is shorter than one year, but is expected to cover the entire year.

4) Case Actions

BAM 220

Clients are required to report if program group assets exceed \$1 million. This requirement has been added to reporting requirements.

A CDC EDG may close if:

- A client self-certifies the program group has total assets exceeding \$1 million.
- If the employer statement is not returned verifying the client's income will drop below the income eligibility scale (RFT 270) within 6 months (fluctuating income).

5) Redetermination

BAM 210

For currently active cases the asset policy does not apply until the first redetermination on the case after July 1, 2016.

If a case with temporary excess income crosses over a redetermination, the case will be approved at the highest family contribution amount via a policy exception.

6) CDC Group Composition

BEM 205

The Program Group has been revised to include those persons living together whose income **and** assets must be counted when

determining eligibility. All eligibility groups, categorical and income eligible, are subject to the asset limit.

7) Temporary Ineligibility

BEM 525

Temporary ineligibility has been deleted from this item due to fluctuating income policy.

Reason: Child Care and Development Fund (CCDF) Reauthorization

Communication: Office of Workforce Development and Training (OWDT).

8) CDC Providers

BEM 704

Providers are required to allow parent/substitute parents full access to their children at any time while they are in care.

Reason: CCDF requirement.

9) Time and Attendance Reviews

BEM 707

The following has been added to the examples of Intentional Program Violations (IPV) for child care providers.

Billing for children when time and attendance records have not been certified by the parent/substitute parent.

Reason: Requested by the Michigan Department of Attorney General.

10) Miscellaneous

BAM 220, BEM 703

These items have minor clarifications/changes only.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[BAM 115](#)

[BAM 210](#)

[BAM 220](#)

[BEM 205](#)

[BEM 400](#)

[BEM 505](#)

[BEM 525](#)

[BEM 703](#)

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